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2 February 1971

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Reports Costs Reduction - DDS
Required Reports

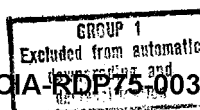
1. Listed below are those reports prepared by the Office of Security at the request of the DDS.

a. Category #6, Report No. 039 entitled "Annual Report to DDS." This report is forwarded to the DDS to provide him with information concerning the status of the Safety Program as recommended by the Secretary of Labor. It is also used to enable the DDS to brief the DCI on such matters. It is prepared annually at a cost of \$3,680.52.

b. Category #5, Report No. 061 entitled "Program Call." Forwarded to the DDS to assist in the planning, programming and budgeting for Office of Security operations and activities. It is prepared annually at a cost of \$9,267.96.

c. Category #7, Report No. 062 entitled "Weekly and Interim Reporting of Significant Activities." This report is forwarded to the DDS to keep him advised of the significant activities taking place in overall security operations. It is prepared weekly at an annual cost of \$15,673.04.

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d. Category #7, Report No. 065 entitled "Report of Records Holdings." This report is forwarded to the DDS via Chief, Agency Records Administration Office to fulfill reporting requirements levied upon the Agency by the National Archives and Records Services. It is prepared annually at an overall cost of \$1,157.37.

e. Category #6, Report No. 068 entitled "Annual Report to the President's Foreign Intelligence Advisory Board." This is the Office of Security's contribution to the DDS as part of the CIA overall report to the President's Foreign Intelligence Advisory Board. It is prepared annually at a cost of \$2,549.21.

f. Category #6, Report No. 069 entitled "Significant Accomplishments." This report is an information report requested annually by the DDS. It is prepared annually at a cost of \$3,358.47.

2. The above reports encompass 21.3% of the Office of Security total reports cost of \$167,179.98. These reports are brought to your attention since no action can be taken because of present DDS requirements. On several of the reports you may wish to discuss with the DDS Executive Officer to see if the requirements still exist.

Signed


OS Reports Inventory Officer

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